



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

GREB Handbook

Chapter 4 Candidate and Referenda Processing June 2016

4. CANDIDATE AND REFERENDA PROCESSING	3
4.1 FORMS TO BE FILED BY TYPE OF CANDIDATE	3
4.1.1 PARTY CANDIDATES NOMINATED FOR CONSTITUTIONAL OFFICES BY PRIMARY	3
4.1.2 PARTY CANDIDATES NOMINATED FOR LOCAL OFFICES BY PRIMARY	4
4.1.3 INDEPENDENT CANDIDATES FOR CONSTITUTIONAL OFFICES	4
4.1.4 INDEPENDENT CANDIDATES FOR LOCAL OFFICES	5
4.1.5 INDEPENDENT CANDIDATES FOR GENERAL ASSEMBLY	5
4.1.6 INDEPENDENT CANDIDATES FOR FEDERAL AND STATEWIDE OFFICES	6
4.2 HOW TO PROCESS CANDIDATE FORMS.....	6
4.2.1 DOCUMENT REVIEW – LOCAL OFFICES	6
4.2.2 PROCESSING THE CERTIFICATE OF CANDIDATE QUALIFICATION	7
4.2.3 PROCESSING THE STATEMENT OF ECONOMIC INTERESTS	10
4.2.4 PROCESSING DECLARATIONS OF CANDIDACY AND PETITIONS	11
4.3 REQUIRED COMMUNICATIONS	19
4.3.1 GENERAL REGISTRAR CERTIFICATION TO POLITICAL PARTY CHAIR	19
4.3.2 GENERAL REGISTRAR CERTIFICATION TO LOCAL ELECTORAL BOARD	19
4.3.3 GENERAL REGISTRAR TO OTHER GENERAL REGISTRARS	20
4.3.4 GENERAL REGISTRAR CERTIFICATION TO THE DEPARTMENT OF ELECTIONS.....	20
4.3.5 LOCAL ELECTORAL BOARD NOTIFICATION TO CANDIDATE OF DEFICIENCIES.....	21
4.3.6 APPEAL TO DEFICIENCIES IN PETITION SIGNATURES	21
4.3.7 PROPOSED SCHEDULES TO FOLLOW CERTAIN APPEAL SCENARIOS	22
4.3.8 LOCAL ELECTORAL BOARD CERTIFICATION TO DEPARTMENT OF ELECTIONS	24
4.3.9 DEPARTMENT OF ELECTIONS VERIFICATION OF CANDIDATES FOR LOCAL OFFICES	25
4.3.10 DEPARTMENT OF ELECTIONS CERTIFICATION TO LOCALITY	25
4.4 CERTIFICATION OF LOCAL REFERENDA	25
4.5 CANDIDATE MANAGEMENT	26
4.5.1 CANDIDATE WITHDRAWAL.....	27
4.5.2 WRITE-IN CANDIDACY	29



4. Candidate and Referenda Processing

Individuals seeking candidate information and forms should be referred to the appropriate candidate bulletin on the Department of Elections' website.¹ For general elections, updated candidate bulletins are posted in December the year before the election. For special elections, updated candidate bulletins are posted as soon as possible after the issuance of a special election writ.

If the individual has unanswered questions and is outside the Richmond calling area, please provide the Department's toll-free number: (800) 552-9745.

4.1 FORMS TO BE FILED BY TYPE OF CANDIDATE

Filing requirements differ by office.² Candidates for local offices, and sometimes the General Assembly, file documents relating to their candidacy with the general registrar for the locality in which they reside.

General registrars should suggest local, city, and town municipal office candidates review their local city or town charter when considering a run for public office. The provisions of the city or town charter may address candidate qualification requirements in addition to and/or different from those present in Title 24.2. Charters include terms of office, election dates, and provisions for filling of vacancies. If the charter provisions are in conflict with the Code of Virginia, please contact the city or town attorney for guidance as to which provision prevails.³

Listed below, by election type, are the qualifying forms and the officer with whom each form is filed. The Department of Elections prepares all qualifying forms except for the statement of economic interests. The Virginia Conflict of Interest and Ethics Advisory Council prepares the statement of economic interests for statewide, constitutional, and local offices. Questions related to the proper completion of the statement should be directed to the Advisory Council.

4.1.1 Party Candidates Nominated for Constitutional Offices by Primary

A candidate must file the following documents with the appropriate office no later than the filing deadline set for the primary:

With the Political Party Chair

- Declaration of Candidacy

¹ <http://elections.virginia.gov/candidatepac-info/candidate-bulletins/index.html>.

² Refer to the appropriate candidate bulletin for details or § 24.2-500 et seq.

³ Current charters are available in the Virginia Legislative Information System website: <http://law.lis.virginia.gov/charters>.



- Petition of Qualified Voters
- Receipt indicating payment of filing fee

With the General Registrar

- Certificate of Candidate Qualification

With the Virginia Conflict of Interest and Ethics Advisory Council

- Statement of Economic Interest (An incumbent seeking election or reelection to the same office who already filed their most recent annual statement is not required to file it again.)

4.1.2 Party Candidates Nominated for Local Offices by Primary

A candidate must file the following documents with the appropriate office no later than the filing deadline set for the primary:

With the Political Party Chair

- Declaration of Candidacy
- Petition of Qualified Voters
- Receipt indicating payment of filing fee

With the General Registrar

- Certificate of Candidate Qualification
- Statement of Economic Interest (an incumbent seeking election or reelection to the same office who already filed their most recent annual statement is not required to file it again)

4.1.3 Independent Candidates for Constitutional Offices

A candidate must file the following documents with the appropriate office no later than the filing deadline for the general or special election:

With the General Registrar

- Declaration of Candidacy
- Petition of Qualified Voters
- Certificate of Candidate Qualification



With the Virginia Conflict of Interest and Ethics Advisory Council

- Statement of Economic Interest (an incumbent seeking election or reelection to the same office who already filed their most recent annual statement is not required to file it again)

4.1.4 Independent Candidates for Local Offices

A candidate must file the following documents with the general registrar no later than the filing deadline for the general or special election:

- Declaration of Candidacy
- Petition of Qualified Voters
- Certificate of Candidate Qualification
- Statement of Economic Interest, if required for office sought (an incumbent seeking election or reelection to the same office who already filed their most recent annual statement is not required to file it again)

4.1.5 Independent Candidates for General Assembly

A candidate must file the documents below with the general registrar of her/his county or city of residence, the clerk of the appropriate legislative body, and the Department of Elections no later than the filing deadline for the general or special election.

With the Department of Elections

- Certificate of Candidate Qualification

With the General Registrar

- Declaration of Candidacy
- Petition of Qualified Voters

With the Virginia Conflict of Interest and Ethics Advisory Council

- Statement of Economic Interest (an incumbent seeking election or reelection to the same office who already filed their most recent annual statement is not required to file it again)



4.1.6 Independent Candidates for Federal and Statewide Offices

A candidate for federal office files documents with the Department of Elections. A candidate for statewide office files with both the Department of Elections and with the Virginia Conflict of Interest and Ethics Advisory Council. Both types of candidates must file the required forms by the appropriate filing deadline.

Included in the forms submitted by these candidates are petitions of qualified voters. The Department of Elections will set up a master petition in VERIS and then forward the petition pages to the appropriate general registrar(s) for verification. The general registrar will add his jurisdiction to the master petition in VERIS for each candidate. A locality must verify the petition signatures on the pages sent by Department of Elections irrespective of the jurisdictional origins of the petition signer. The Department of Elections will ask for more signatures to be added to the master petition beyond the Code's required ballot access amount.⁴ Ten percent more than the number needed is the goal for all U.S. Senate, U.S. House and statewide office candidates. When verification is complete, the general registrar returns the processed petitions to the Department of Elections.

4.2 HOW TO PROCESS CANDIDATE FORMS

4.2.1 Document Review – Local offices

When the candidate files documents in person, the general registrar should review all documents to ascertain that all required forms are included and that each is properly notarized and signed. If there are any deficiencies in the execution of the candidate's forms, the general registrar should immediately inform the filer so that the individual may properly complete replacement forms.

The general registrar or staff should also review mailed documents for completeness and accuracy and advise the candidate immediately of any deficiencies.

The candidate must file the declaration of candidacy and petitions together. The petitions filed should contain at least as many unverified signatures as are required to qualify for the office (i.e. 125 unverified signatures for an office that requires 125 verified signatures).⁵ The candidate may submit additional petition pages up to, but not beyond, the deadline for the election.

Staff recommends providing the filer with a receipt indicating the filing of, or the failure to file, any required document.⁶

⁴ Va. Code §§ [24.2-506](#) and [24.2-521](#).

⁵ Va. Code §§ [24.2-506](#) and [24.2-521](#).

⁶ See the [Forms Warehouse](#).



The registrar's office should also track the date and time when filings are submitted. This information must be tracked for candidates for school board. Such candidates are ordered on the ballot by the time in which they filed.⁷ The "time of filing" is the date and time when the candidate's last qualifying filing is submitted to the registrar's office.

Add the candidate in VERIS after receiving either the candidate's certificate of candidate qualification or declaration and petitions. All candidates including partial filers and late filers must have a candidate record. The candidate's VERIS record will allow for additional tracking of required documents. Should the candidate fail to qualify, set the candidate's status to "Not Qualified" and record the reason in the Comments section of the VERIS record.

4.2.2 Processing the Certificate of Candidate Qualification

Every candidate must file a certificate of candidate qualification. In accordance with State Board of Elections policy,⁸ a candidate's certificate of candidate qualification may not be filed any earlier than January 2nd within the election year. The form must be filed by the appropriate filing deadline for the election. The exception to the policy is when a future election's filing deadline falls in the current calendar year. As an example, a special election scheduled for January or February 2015 would have a filing deadline in November/December 2014.⁹

4.2.2.1 Verification of Certificate of Candidate Qualification

Immediately upon receipt of a certificate of candidate qualification, the general registrar/general registrar's staff must verify the following:

- The form is complete, signed, and notarized.
- The candidate is registered at the address listed on the form.
 - Congressional candidates do not need to reside within their district (only the state) to run for office and are permitted to circulate their own petitions.
- The address is located in the district in which the candidate seeks election.
- The manner in which the candidate has requested the name to be listed on the ballot meets the requirements detailed below.

⁷ [§ 24.2-613\(C\)](#).

⁸ [SBE Policy 2010-3](#)

⁹ Va. Code §§ [24.2-503](#), [24.2-507\(5\)](#) and [24.2-510\(5\)](#).



Regardless of whether the form is properly completed, enter the candidate into VERIS. More comprehensive instructions on entering a candidate are available in the [VERIS Election Setup Step by Step](#). If the name the candidate wants on the ballot complies with the requirements, enter it into the “Ballot Name” field. Enter the ballot name in upper/lower case with proper punctuation. Acknowledge receipt of all forms filed by the candidate in the “Candidate Qualifications” section of the candidate’s VERIS record.

4.2.2.2 How a Candidate Name May Appear on the Ballot

4.2.2.2.1 Length

The entire name to appear on the ballot must not exceed 25 characters, including any punctuation and spaces between names.

4.2.2.2.2 Titles

- No titles [Rev., Dr., Mr., Mrs., etc.] are to be used, either before or following the candidate's name.
- A woman must use her given name, not her husband's, and without a "Mrs." in front of a name (e.g. “Mary L. Jones” and not “Mrs. John W. Jones”).

4.2.2.2.3 Required Criteria

- First name, initial or familiar form of first name
- Middle name, initial or familiar form of middle name
- Last name
- Suffix, if one (Sr. is optional; all other suffixes must be used since they appear on a person’s birth certificate and are part of the person’s legal name)

4.2.2.2.4 Optional Criteria

Nicknames appear, after the middle initial, within quotation marks. A nickname can never replace the full name shown on the voter’s VERIS record unless the name was changed by order of a court. However, a familiar form of the candidate’s name may be used as a replacement for their first name without quotation marks.

4.2.2.2.5 Troubleshooting

If the name the candidate wants on the ballot includes either a first or middle name or suffix that is not shown on his/her registration record in VERIS, the general registrar must take the following steps:

- Verify that the first or middle name or suffix missing from the VERIS record is, in fact, part of the candidate’s legal name by checking the candidate’s voter registration application.
- Contact the candidate by telephone or email to advise her/him of the change.
- Add the missing information to the registrant’s voter record in VERIS.



- Perform a “Candidate Search” in VERIS. If a candidate record exists from a past election, verify the accuracy of the candidate’s voter record and click the “Copy candidate to another election” button. Complete the copy to the current election. If a candidate record does not already exist in VERIS for the appropriate election, add the candidate and choose the office the candidate is seeking (which must already exist in VERIS). Enter the receipt and verification of all forms filed by the candidate in VERIS to ensure the candidate is qualified to appear on the ballot.

The following procedures are used if the name does not comply:

- Contact the candidate by telephone or email.
- Explain the deficiency.
- Print the name decided upon above the name entered on form by the candidate. It is recommended that the general registrar/general registrar’s staff also initial and date the change.

4.2.2.2.6 Examples of deficiencies

- A request for “Robert L. Jones” when the individual is registered as “Robert Leroy Jones, Jr.”
 - Only the “Sr.” suffix is optional. All other suffixes must appear on the ballot.
- A request for “Spanky” Smyth when the individual is registered as Thomas Wendell Smyth III.
 - Spanky is a nickname that is not a form of his given name. A candidate must appear on ballot as one of the following:
 - Thomas Wendell Smyth III
 - Thomas W. Smyth III
 - T. Wendell Smyth III
 - T. W. “Tom” Smyth III
 - Thomas W. “Tom” Smyth III
 - Tom W. Smyth III (Tom is a familiar, commonly used, form of Thomas; he can appear on the ballot in this manner without quotation marks)
 - T. W. “Spanky” Smyth III
 - T. W. Smyth III (initials for both the first and middle names may be used only when the initials are also the nickname)



The following example meets the requirement for how a name may appear on the ballot but the name requested is not valid for *this* person:

- A request for “Mary Ann Westmoreland” where the individual is registered as Mary Mitchell Westmoreland under the following scenario:
 - When called by the registrar, the candidate states that Ann is her middle name even though her voter registration reads, “Mary Mitchell.” The candidate’s name must match the name on her voter registration application. Therefore, this candidate may only appear on the ballot as “Mary Mitchell Westmoreland.” Alternatively, the candidate may submit an updated voter registration application to supplement her name to “Mary Ann Westmoreland.” Once submitted, the candidate may appear as “Mary Ann Westmoreland.”

4.2.3 Processing the Statement of Economic Interests

The statement of economic interests must be filed by the following individuals:

- a candidate for Statewide, Federal, General Assembly, or Constitutional office with the Virginia Conflict of Interest and Ethics Advisory Council
- a candidate for member of the governing body or elected school board of any county, city, or town with a population in excess of 3,500 persons with the general registrar for the county or city. Note: Candidates for Soil and Water Conservation Director are not required to file this Statement.

In accordance with State Board of Elections policy,¹⁰ a candidate’s initial statement of economic interests form may not be filed any earlier than January 2nd within the election year. The form must be filed by the election’s filing deadline. There is an exception to this policy where a future election’s filing deadline falls in the current calendar year. For example, a special election scheduled for January or February 2015 may have a filing deadline in November/December 2014.¹¹

Candidates for re-election to the same office need not re-file this form if they have met the requirements for filing as an elected officeholder. A person who is appointed to fill a vacancy is required to file the statement as a condition to assuming office. The appointee is not required to file another statement of economic interests if they become a candidate in the special election to fill the vacancy.

¹⁰ [SBE Policy 2010-3](#)

¹¹ Va. Code §§ [24.2-503](#), [24.2-507\(5\)](#) and [24.2-510\(5\)](#).



4.2.3.1 *Public Inspection*

After redacting all portions of candidates' social security numbers, all candidate filings, including petitions and copies of statements of economic interest are open to public inspection and copying for reasonable costs.¹²

4.2.4 **Processing Declarations of Candidacy and Petitions**

The Declaration of Candidacy must be filed “along with” the petitions.¹³

4.2.4.1 *Turnaround Time*

Declarations and petitions filed with the registrar's office by independent local office candidates must be transmitted to the board within three days of receipt for certification. Therefore, it is imperative that the general registrar process any filings immediately.

Timely processing will provide the local electoral board ample time to notify any candidate who requested to be notified in writing of deficiencies in his/her filings, and to certify qualified candidates to Department of Elections by the required deadline.

Further, it will ensure that Department of Elections receives the candidate information necessary to do the following:

- Verify accuracy of electoral boards' candidate certifications and make sure that the information is accurately reflected in VERIS.
- Assemble data needed for candidate processing and ballot designs.
- Provide materials needed by electoral boards for ballot preparation.
- Communicate, as needed, with potential candidates.
- Post a candidate list to Department of Election's website for access by the general public.

4.2.4.2 *Petitions*

A general registrar must check petitions filed by (i) groups seeking to get a referendum authorized by law on the ballot, and (ii) independent (non-party) candidates for all offices in general or special elections.

A general registrar is required to check petitions if so requested by the party chair when the party is nominating its candidate for the General Assembly, constitutional office or local office by a non-primary method of nomination.¹⁴

¹² See The Virginia Freedom of Information Act (FOIA).

¹³ Va. Code [§ 24.2-505](#).

¹⁴ Va. Code [§ 24.2-114\(17\)](#).



A general registrar is not required to check primary petitions. The political party has sole authority in designating its primary candidates.¹⁵ Department of Elections strongly urges that general registrars do not participate in primary petition verification. Checking primary petitions unnecessarily involves the commonwealth in party processes and creates the possibility of liability in cases of discrepancies.

The procedures set forth below apply to all candidate petitions:

- Material Omissions Regulation¹⁶
- Review of Candidate Petition Pages Checklist
- Review the VERIS Petitions Step-by-Step
- How to Number the Pages
- Declaration of Candidacy
- Affidavit
- Circulator
- Number of Signatures
- Certification

4.2.4.2.1 Review the Material Omissions regulation

The State Board of Elections material omission regulations identify what constitutes a material omission on a petition. If material information is omitted from a petition page or a signature line, it will not be considered valid.¹⁷

4.2.4.2.2 Get the checklist

Download or print the Review of Candidate/Referendum Petition Pages Checklist from the [Forms Warehouse](#).

4.2.4.2.3 Review the Step by Step

View the Petitions step by step instructions and video from the link on the VERIS homepage.

4.2.4.2.4 Number the pages

- Number the front of first page 1-A.

¹⁵ Va. Code § [24.2-527](#).

¹⁶ Va. Admin. Code [1VAC20-50-20](#).

¹⁷ Candidate petitions, Va. Admin. Code [1VAC20-50-20](#). Referendum petitions, Va. Admin. Code [1VAC20-60-20](#).



1-AJonathan Q. Independent

ENTER ABOVE, NAME OF CANDIDATE [SHOULD BE AS IT IS TO APPEAR ON BALLOT]

2211 Quiet Place

ENTER ABOVE, RESIDENCE ADDRESS OF CANDIDATE

Somewhere VA22193

ENTER ABOVE, CITY/TOWN

ZIP

Member, House of Delegates86th DistrictENTER ABOVE, OFFICE SOUGHT
APPLICABLE

ENTER ABOVE, DISTRICT, IF

COMMONWEALTH OF VIRGINIA

PETITION OF QUALIFIED**VOTERS**

[Must be filed with Declaration of Candidacy]

When an election district includes more than one county or city, it is suggested that you use a separate petition form for qualified voters in each county or city to facilitate the processing of the filing.

For a statewide office

It is suggested that you file petitions in county/city order to facilitate the processing of the filing. If you track the number of signatures by congressional district, enter district no.: __[optional].

1-BCONTINUED FROM REVERSE SIDE CANDIDATE NAME: Jonathan Q. Independent OFFICE SOUGHT: HOUSE OF DELEGATES, 86TH DISTRICT

CIRCULATOR: MUST SWEAR OR AFFIRM IN THE AFFIDAVIT BELOW THAT S/HE IS A LEGAL RESIDENT OF THE UNITED STATES OF AMERICA, NOT A MINOR NOR A FELON WHOSE VOTING RIGHTS HAVE NOT BEEN RESTORED AND THAT S/HE PERSONALLY WITNESSED EACH SIGNATURE.

SIGNER: YOUR SIGNATURE ON THIS PETITION MUST BE YOUR OWN AND DOES NOT SIGNIFY INTENT TO VOTE FOR THE CANDIDATE. YOU MAY SIGN PETITIONS FOR MORE THAN ONE CANDIDATE.

OFFICE USE ONLY	SIGNATURE OF REGISTERED VOTER [PRINT NAME IN SPACE BELOW SIGNATURE]	POST OFFICE BOXES <u>ARE NOT</u> ACCEPTABLE RESIDENT ADDRESS House Number. and Street Name or Rural Route and Box Number and City/Town	DATE SIGNED[M ust be after January 1 of election year]	*SEE NOTE BELOW LAST 4 DIGITS OF SOCIAL SECURITY NUMBER [OPTIONAL]
-----------------------	---	---	---	---

- Number the back of the first page 1-B.
- Number the remaining pages sequentially in a like manner.
- Create the master petition in VERIS for local office candidates.



- For General Assembly candidates, contact the Compliance and Administration division so staff can enter the master petition in VERIS.

For General Assembly petition pages, VERIS now allows the controlling locality (the locality at which the candidate filed his or her petitions) to process all signatures within the district. The controlling locality is responsible for making sure the petitions are processed. The controlling locality may request the assistance of the other localities in the relevant district if necessary. If this distribution is necessary, fax or email General Assembly petition pages to other district localities immediately. Include with the faxed documents the name of the contact person for the campaign, the phone number for the contact person, the date the petitions were filed, and the number of petition pages filed so the other jurisdictions may add themselves to the candidate's master petition.

4.2.4.2.5 Affidavit on Candidate Petition

If the affidavit on the reverse side of the petition page is not notarized, then the signatures on that page cannot be counted. If the affidavit is complete and notarized, continue to [Verification of Signatures](#). If the affidavit is incomplete or not signed by the circulator but it has been notarized, the petition page may not be processed.¹⁸ Notaries who fail to properly execute their duties should be reported to the Secretary of the Commonwealth. Proper notarization includes registration number, commission expiration date or photographically reproducible seal.

If a notary error is found prior to the conclusion of the filing period, the petition page may be returned to the candidate so that the error may be corrected or so that the page can be re-notarized properly. The replacement notarization may only be performed over-top of the original notarization. A candidate always retains the right to abandon returned erroneous petition pages for new/replacement pages as long as the filing deadline is still open. All corrected petitions must be re-filed before the appropriate candidate filing deadline. A receipt itemizing the number of pages being returned to the candidate/campaign should be kept in the candidate's file.

4.2.4.2.6 Affidavit on Referendum Petition

If the affidavit on the reverse side of the referendum petition page is not notarized, then the signatures on that page cannot be counted. If the affidavit is incomplete or not signed by the circulator but it has been notarized, the petition page may not be processed.¹⁹ Notaries who fail to properly execute their duties should be reported to the Secretary of the Commonwealth. Proper notarization includes registration number, commission expiration date or photographically reproducible seal.

¹⁸ Va. Admin. Code [1VAC20-50-20](#).

¹⁹ Va. Admin. Code [1VAC20-60-20](#).



4.2.4.2.7 Circulator

Petitions can be circulated by any person legally resident in the United States who is neither a minor nor a felon whose rights have not been restored.²⁰ Virginia statute imposes a further requirement of Virginia residency that cannot be enforced under the U.S. 4th Circuit Court's ruling in *Libertarian Party v. Judd*.²¹ The court's ruling makes the statutory requirement²² that the circulator be a legal resident of the Commonwealth unenforceable.

A circulator who signs the affidavit claiming to be a legal resident of the United States, a non-minor and a non-felon will be taken at his word subject to a false statement penalty.²³ Indicate to the left of the circulator's name in the circulator's affidavit with either an "E" for eligible or an "NE" for not eligible the status of each circulator. Petition pages with eligible circulators can be processed. Set aside those pages with ineligible circulators.

E ELIGIBLE: For a person who is a legal resident of the United States of America and not a minor or a felon whose voting rights which have not been restored.

NE NOT ELIGIBLE: For a person who is not a legal resident of the United States of America and/or a minor and/or a felon.

For a statewide or congressional office, the Department of Elections will determine the circulator's eligibility before forwarding the petitions to the general registrars for verification.

Once the circulator is determined to be eligible, the names of all other persons on that page are then checked.

4.2.4.2.8 Verification of Signatures

Begin with line 1 on the first petition page. Ensure that the page and line number you are working on matches the page and line number in VERIS. Use the following notations to track your work on the paper petition page as you input each signature into VERIS.

As each name is checked in VERIS, indicate in the left margin beside the line number for the signer one or, if necessary, two of the following alpha character notations, as appropriate.

²⁰ See, [1 VAC 20-50-20](#).

²¹ 718 F. 3d 308 (2013).

²² Va. Code [§ 24.2-506](#).

²³ Va. Code [§ 24.2-1016](#).



R REGISTERED: A person registered in your county or city or, if applicable, in the election district for which the petition was circulated. The address provided on the petition matches the registrant's address in VERIS or is an address within the same precinct where the registrant is registered. For the purpose of petition verification in VERIS, accept the registrant at her/his former address. Issue the voter a confirmation notice (see "CNI" abbreviation below).²⁴

- The person who signs a candidate's petition must be a registered voter in either "Active" or "Inactive" status at the time the petition was filed by the candidate. If applicable, issue the inactive voter a confirmation notice (see "CNI" abbreviation below).²⁵
- A person who signs a petition for a referendum must be a registered voter both at the time the petition was signed (see DATE SIGNED column on petition) and at the time the petition is validated by the registrar.²⁶ Please remember to check each voter's history to ensure the voter was registered at the time they signed the petition before accepting their signature to the referendum's master petition.

RNQ REGISTERED - NOT [A] QUALIFIED [SIGNATURE]: A person who is registered at the address shown on the petition but the address is in another election district, a person who registered after the date on which the candidate filed the petition, a person who is registered within the referendum election district but was not registered when s/he signed the referendum petition, a person who is registered in the election district and signs the same petition more than once, a person who signs a petition and is registered in the election district but did not provide a "Date Signed" that can be corroborated in the appropriate signature timeframe or a person who is registered but is also the petition's circulator.

CI CANNOT IDENTIFY: A person who cannot be identified as a registered voter or there is more than one registered voter with the same name and none are at the address shown on the petition.

IL ILLEGIBLE: A person who wrote on the candidate's petition page but all the text written by the person is illegible.

²⁴ Va. Code § [24.2-428.1](#).

²⁵ Va. Code § [24.2-428.1](#).

²⁶ Va. Code § [24.2-684.1](#)(7).



CNI CONFIRMATION NOTICE ISSUED: A person who provides an address on the petition that is outside of his/her precinct of former registration or a person who provides an address on the petition that is different than his/her voter record but within the same precinct as where s/he is registered. The registrar must initiate a confirmation mailing. Most of these voters will be marked for “Research” within the VERIS petition functionality.²⁷ Use “CNI” when you initiate the confirmation mailing.

CR CONFIRMATION REQUIRED: Use “CR” to indicate the need for a confirmation mailing when you are unable to initiate the confirmation mailing yourself. When a registered voter is marked as “Research” by another locality’s general registrar, the locality marking the voter for “Research” must send sufficient information to the impacted locality’s general registrar so that the confirmation process can be completed. A VERIS screen shot of the voter’s current voter record and a copy of the actual petition signature line containing the voter’s perceived new address will go a long way toward helping the impacted general registrar/general registrar’s staff in completing the confirmation procedures. The Department of Elections will attempt to bolster improved utility with the “Research” functionality in future VERIS builds.

DUP DUPLICATE: A duplicate name already counted due to its appearance on a previous page of the candidate's petition.

4.2.4.3 *Number of Signatures Required*

When the number of names marked with "R" equals the number required, no further names need to be checked. However, it is recommended that registrars verify signatures equal to at least 10% beyond the number required for verification in order to ensure an adequate number of verified signatures in case of an appeal.

VERIS will permit a local user to shift the status of a local master petition to “Certified” only after the minimum number of signatures has been added to the master petition. The local VERIS user must shift the status of a local candidate’s master petition to “Certified” before being allowed to shift the status of the local candidate’s record to “Qualified.” If the registrar finds that he made an error and needs to remove one or more accepted signatures, the registrar must go back into VERIS and return the local master petition to “In Process.” This action should also allow a return of the candidate’s record to “In Process.” Once the error is addressed, the local master petition must be returned to “Certified” or “Rejected” and the candidate’s record returned to “Qualified” or “Disqualified” as applicable to the outcome of the review.

²⁷ Va. Code § [24.2-428.1](#).



The number of registered voters as of January 1st is used for all signature requirements that are based on the number of registered voters in any county, city, town, district, or ward.²⁸

In a redistricting year, the signature requirement is based on the number of registered voters in any county, city, town, district or ward at the time the legislation or ordinance is adopted.

The number of signatures required for candidates for Senate of Virginia is two hundred fifty (250). One hundred twenty-five (125) signatures are required for candidates for House of Delegates of Virginia.²⁹

One hundred twenty-five (125) signatures are required for most candidates for local office. There are a few exceptions to this rule:

- For membership on a local governing body or the school board of a county or city from an election district not at large containing 1,000 or fewer registered voters, fifty (50) signatures are required.
- For Richmond City Mayor, five hundred (500) signatures with a minimum of fifty (50) signatures from each of the city's nine council districts are required.
- For membership on a local governing body or the school board from a ward or other district not at large in a town which has more than 1,500 registered voters, twenty-five (25) signatures are required.
- For membership on a local governing body or the school board of a town that has 1,500 or fewer registered voters, *no* petition is required.
- Regardless of the size of the district, candidates for Soil and Water Conservation District Director are only required to obtain 25 signatures.
- Requirements differ as to the number of signatures needed for the various referenda authorized by law. Refer to the code section authorizing the specific referendum in question for specific details.

²⁸ Va. Code §§ 24.2-506, 24.2-521.

²⁹ Va. Code § 24.2-506.



4.2.4.4 Declaration of Candidacy

Verify that the candidate is a qualified registered voter, or if the books are closed, that the registration application or change of address/transfer application is on file with your office for processing once the books reopen. If the declaration of candidacy is witnessed rather than notarized, verify that the two witnesses are also qualified registered voters. If not, the candidate must file a new declaration in order to file his petitions. If the office does not require petitions and the declaration is found to be deficient in any way, the replacement declaration must be filed prior to the filing deadline.

4.3 REQUIRED COMMUNICATIONS

4.3.1 General registrar certification to political party chair

A political party chair may request that the general registrar verify the petitions filed by a non-primary candidate seeking the party's nomination.³⁰

If so requested, the general registrar must check these forms and return them to the political party chair as quickly as possible. Include the number of signatures of registered voters that appear on the petitions when the forms are returned. To accomplish the petition verification for local offices in VERIS, create a candidate, create a master petition, and associate your locality to the master petition. For a General Assembly candidate, contact Department of Elections so that staff can create the candidate record and the master petition.

4.3.2 General registrar certification to local electoral board

The general registrar must check the declaration of candidacy and petitions, if required, of all independent (non-party) candidates for offices to be certified by the local electoral board. Within three days of receipt, the general registrar must transmit these documents to the electoral board together with the certification of the registration status of the candidate, the completeness of the declaration of candidacy and either (i) that the petitions contained the required number of signatures of qualified voters for the office sought, or (ii) that the petitions did not contain a sufficient number of signatures of qualified voters. When insufficient signatures are found for a candidate, include the deficient number found.

The general registrar certifies the signatures of registered voters that appear on petitions of independent (non-party) candidates for the following offices:

- Clerk of Court, when not shared with another county or city
- Commonwealth's Attorney, when not shared with another county or city

³⁰ Va. Code [§ 24.2-114\(17\)](#).



- Sheriff, when not shared with another county or city
- Commissioner of Revenue
- Treasurer, when not shared with another county or city
- Soil and Water Conservation Director
- Chairman or Member, Board of Supervisors or County Board
- Chairman or Member, School Board
- Mayor, City or Town
- Member, City or Town Council

4.3.3 General registrar to other general registrars

When an independent candidate for the General Assembly files, contact ELECT³¹ and request the creation of a master petition for the candidate. VERIS now allows the controlling locality (the locality at which the candidate filed his or her petitions) to process all signatures within the district. The controlling locality is responsible for making sure the petitions are processed. The controlling locality may request the assistance of the other localities in the relevant district if necessary. If this distribution is necessary, fax or email the petition pages to the other district localities immediately. Include with the faxed documents the name of the contact person for the campaign, the phone number for the contact person, the date the petitions were filed, and the number of petition pages filed so the other jurisdictions may add themselves to the candidate's master petition.

4.3.4 General registrar certification to the Department of Elections

The general registrar must formally acknowledge to the Department of Elections the number of registered voters in the county or city which appear on petitions for independent candidates for these offices:

- President and Vice President
- United States Senate
- United States House of Representatives
- Governor, Lieutenant Governor and Attorney General
- Senate of Virginia
- House of Delegates
- Constitutional Offices shared by one or more counties and/or cities

³¹ For VERIS related requests like this, please use verishelp@elections.virginia.gov.



The signature totals recorded by VERIS are used for all offices. No separate certification is required.

If requested in writing by a candidate for the General Assembly or a shared constitutional office, the general registrar or secretary of a local electoral board should notify the candidate of any deficiencies in the declaration of candidacy and petitions that can be corrected prior to the filing deadline. If so requested, the general registrar may advise the candidate as to the number of valid signatures identified on his petitions. Otherwise, neither the general registrar nor the local electoral board is to initiate any contact with any candidate for these offices concerning the validity of their petitions. Department of Elections will communicate with the candidate.

4.3.5 Local electoral board notification to candidate of deficiencies

For local offices set forth, there are certain situations that may require the local electoral board to communicate with the prospective candidate.

When requested by a candidate who files prior to the filing deadline, the local electoral board must send notification of any deficiencies or discrepancies in the candidate's declaration of candidacy or petitions that can be corrected prior to the filing deadline.

After the filing deadline, whenever a candidate must be disqualified because of deficiencies in the candidate's declaration of candidacy or petitions, the local electoral board must notify the candidate of the disqualification in writing.

When the disqualification is a result of insufficient signatures on the candidate's petitions, the electoral board must enclose copies of the petitions without the last four digits of the social security numbers. The copies will show the candidate by the lettering present the determination rendered for each signature. Include in the letter an explanation of what each petition abbreviation stands for (e.g. "R" registered voter or "CI" could not identify) and the candidate's "All Petition Signatures" VERIS report (see the *VERIS Petition Step by Step* for more details on generating the "All Petition Signatures" report).

4.3.6 Appeal to deficiencies in petition signatures

A nonparty candidate has the right to appeal a local electoral board's determination of deficiencies with his/her petitions. The Department of Elections subsequently adopted a regulation outlining the appeals process.³²

The electoral board does not need to solicit participation when it sends its disqualification notice. However, acknowledgement that the appeals process exists is recommended. Some other highlights about the regulation are listed below.

³² [1VAC20-50-30](#).



- Electronic mail will be the preferred method of notifying the candidate if such address has been provided by the candidate; otherwise, notice shall be sent by first-class mail.
- A local office candidate must file his appeal within five calendar days of the issuance of the notice of disqualification.
- The appeal is filed with his local electoral board. Candidates for shared constitutional offices file the appeal with the board that originally checked the signatures on the petition (this may require filing an appeal in more than one locality).
- The candidate bears the burden of proof in establishing sufficient evidence to overturn a disqualification decision.
- The scope of the appeal is solely on his invalidated petition signatures. The candidate is not permitted to expand the appeal beyond the adjudication of invalid signatures.
- The outcome of the appeal is final and not subject to further challenge.

4.3.7 Proposed schedules to follow certain appeal scenarios

Scheduling will be critical in ensuring that the appeal ends promptly. An appeal may not begin until a decision is rendered regarding a nonparty candidate's petition signatures. Absentee ballot preparation cannot be finalized until all appeals have concluded. Examples of proposed appeal schedules are covered in this section. If legal questions arise from the appeal, the electoral board must consult its county/city attorney.

Several proposed appeal schedules are provided for review. The two tables with a (□) symbol in the header present extremely narrow scheduling windows when viewed in conjunction with absentee ballot preparation. In those situations, electoral boards should use every opportunity to expedite the appeal's schedule.

Proposed Appeal Schedule for the November 2016 Special Election for Candidates with an August 19, 2016 Filing Deadline		
Date(s)	Code Section	Action
5 p.m., 8/19/2016	§ 24.2-507(3)(i)	Nonparty candidate files declaration and petitions.
8/22 -26/2016	§ 24.2-505(C)	Petition verification concludes and electoral board issues written notice of disqualification.
8/22 – 9/2/2016	1VAC20-50-30	Disqualified candidate files an appeal within 7 days of the issuance of disqualification notice.



8/22 - 9/2/2016	1VAC20-50-30	Electoral board issues notice on date, time and place of appeal hearing to the disqualified candidate. Electronic mail is preferred method of notice. If unavailable, First Class USPS mail is required.
8/22 – 9/7/2016	1VAC20-50-30	Appeal is heard. If the outcome makes the candidate “Qualified,” mark as such in VERIS and alert the Department of Elections via email.
9/24/2016	§ 24.2-612	Absentee voting for the 11/3/15 general election must begin.
<input type="checkbox"/> Proposed Appeal Schedule for the November 2016 General Election for Candidates with a September 9, 2016 Filing Deadline (filing re-opened due to withdrawal of a political party candidate per §§ 24.2-539 , 24.2-540 and 24.2-541).		
Date(s)	Code Section	Action
5 p.m., 9/9/2016	§ 24.2-541	Nonparty candidate files declaration and petitions.
9/9 -14/2016	§ 24.2-505(C)	Petition verification concludes and electoral board issues written notice of disqualification.
9/9 - 21/2016	1VAC20-50-30	Disqualified candidate files an appeal within 7 days of the issuance of disqualification notice.
9/9 - 22/2016	1VAC20-50-30	Electoral board issues notice on date, time and place of appeal hearing to the disqualified candidate. Electronic mail is preferred method of notice. If unavailable, First Class USPS mail is required.
9/12 - 16/2016	1VAC20-50-30	Appeal is heard. If the outcome makes the candidate “Qualified,” mark as such in VERIS and alert the Department of Elections via email.
9/24/2016	§ 24.2-612	Absentee voting for the 11/4/14 general election must begin.
<input type="checkbox"/> Proposed Appeal Schedule for the May 2, 2017 General Election		
Date(s)	Code Section	Action
7 p.m., 3/1/2017	§ 24.2-507(2)	Nonparty candidate files declaration and petitions.
3/1-7/2017	§ 24.2-505(C)	Petition verification concludes and electoral board issues written notice of disqualification.



3/1 - 14/2017	1VAC20-50-30	Disqualified candidate files an appeal within 7 days of the issuance of disqualification notice.
3/2 - 15/2017	1VAC20-50-30	Electoral board issues notice on date, time and place of appeal hearing to the disqualified candidate. Electronic mail is preferred method of notice. If unavailable, First Class USPS mail is required.
3/3 – 6/2017	1VAC20-50-30	Appeal is heard. If the outcome makes the candidate “Qualified,” mark as such in VERIS and alert the Department of Elections via email.
3/18/2017	§ 24.2-612	Absentee voting for the 5/2/17 general election must begin.
Proposed Appeal Schedule for the November 2016 General Election		
Date(s)	Code Section	Action
7 p.m., 6/14/2016	§ 24.2-507(1)	Nonparty candidate files declaration and petitions.
6/14 - 28/2016	§ 24.2-505(C)	Petition verification concludes and electoral board issues written notice of disqualification.
6/28 – 7/5/2016	1VAC20-50-30	Disqualified candidate files an appeal within 7 days of the issuance of disqualification notice.
6/8 – 7/14/2016	1VAC20-50-30	Electoral board issues notice on date, time and place of appeal hearing to the disqualified candidate. Electronic mail is preferred method of notice. If unavailable, First Class USPS mail is required.
6/9 – 7/15/2016	1VAC20-50-30	Appeal is heard. If the outcome makes the candidate “Qualified,” mark as such in VERIS and alert the Department of Elections via email.
9/24/2016	§ 24.2-612	Absentee voting for the 11/8/16 general election must begin.

4.3.8 Local Electoral Board Certification to Department of Elections

Shortly before the filing deadline for any local office, the Department of Elections will either post to [Forms Warehouse](#) or send via email the combined certification form required to certify candidates for each office on the ballot for the election.



Immediately after any filing deadline and the conclusion of any petition signature appeals, the general registrar and secretary of the electoral board must certify to the Department of Elections, on these forms, all qualified candidates. Forms may be faxed to (804) 225-3706, or emailed to reiko.dogu@elections.virginia.gov.

The names of any disqualified candidates with the reason for the disqualification must also be entered in the space provided on the prescribed form. The electoral board must *not* disqualify any candidate for failure to file either the certificate of candidate qualification or, if required, the statement of economic interests.

4.3.9 Department of Elections Verification of Candidates for Local Offices

Staff will review the electoral board's certification of qualified local office candidates. If any local candidate has failed to file either a certificate of candidate qualification or a required statement of economic interests, Staff must notify the candidate of this deficiency and provide ten days in which the missing form(s) may be filed. In lieu of this formal process, Staff may empower the general registrar to contact the candidate about the deficiency and granted extension. It is recommended to truncate the extension to 24 - 48 hours after notice to avoid disqualification.

4.3.10 Department of Elections Certification to Locality

The Department of Elections will certify to each electoral board the names of all candidates for all offices and the order in which they are to appear on the ballot once all local certification efforts are completed.

4.4 CERTIFICATION OF LOCAL REFERENDA

An individual or group seeking to place a referendum on the ballot may do so only by following all codified procedures relevant to the issue.

An individual, who is a qualified voter of the county, city or town, representing either a group or acting alone, must file a copy of the petition form to be used that includes the question as it is to appear on the ballot with the clerk of circuit court. The individual must also file a statement that contains his/her name, address and the group he/she represents (if any). These documents cannot be filed earlier than the effective date of the law authorizing the referendum for which the petition is to be circulated. The clerk must certify to the filer, within ten days, that the petition copy and statement have been received and accepted.

The individual then circulates the petitions and files them with the clerk within nine months of the clerk's certification. All signatures on the petitions must be dated on or after the date of the clerk's certification.



In addition, petitioners should be aware that any court order for a referendum must be entered at least eighty-one days before the date of the election and the court must provide the general registrar sufficient time for verifying the petitions before an order can be entered. Petitions circulated for the referendum on direct election of school board members must be filed with the court at least 111 days before the date of the general election at which this special election would be held.³³

Persons who sign any referendum petition must be registered voters in the jurisdiction for which the petition is circulated both at the time they signed the petition and at the time the registrar validates the signatures. As discussed above in relation to candidate petitions, petitions for Virginia elections may be circulated by a person legally resident in the United States who is neither a minor nor a person with a felony conviction whose voting rights have not been restored. The circulator must witness the signature of each person who signs the page and must sign an affidavit to that effect on both pages of the petition.

The general registrar may be asked to check petitions by the clerk after they have been filed or by the individual(s)/group(s) circulating the petitions before they are filed with the court. In either case, the general registrar must number the petition pages consecutively in the same manner as candidate petitions, and place his/her initials below each page number. The referendum must be added to an election in VERIS before a master petition for the referendum can be started.

The general registrar must check the petitions as quickly as possible and return them to the individual(s)/group(s) or clerk as appropriate. Further, the general registrar must provide a written certification of the number of signatures of registered voters that appear on the petitions to the individual(s)/group(s) or clerk, as appropriate.

Persons seeking any information concerning referenda to be placed on the ballot are to be directed to the Department of Election's website (<http://elections.virginia.gov/index.php/election-law/place-issue-on-ballot/>) or provided Department of Election's toll-free number (800) 552-9745.

4.5 CANDIDATE MANAGEMENT

If a candidate record does not already exist in VERIS, the general registrar should enter the record within 24 hours after the receipt of the candidate's certificate of candidate qualification. Before entering the record, the general registrar should resolve any discrepancies in the manner in which the candidate's name is to appear on the ballot.

³³ Va. Code § [22.1-57.2](#).



Enter the candidate's name in the manner that it will appear on the ballot in the "Ballot Name" field. The "Ballot Name" entered will appear on the Department of Elections' candidate certifications and on its candidate lists posted to the public website. Use mixed case (i.e., upper and lower case) when entering the candidate's ballot name and include all required punctuation, e.g., John P. "Joe" Dixon, Jr.

Use the "Status" field on the "Candidate Maintain" page to indicate whether the candidate is "In Process" (not yet qualified but in the process of trying to qualify), "Qualified" (qualified for the ballot), "Not Qualified" (failed to qualify for the ballot), "Unopposed" (not challenged in a Primary), "Deceased," "Deleted," or "Withdrawn."

The "Unopposed" status must only be used for uncontested primary candidates. The selection of the "Unopposed" status triggers VERIS to remove the office associated to the election from all pre and post primary election functionality and from primary reports. Once the primary candidate certification process ends, use the "Copy candidate to another election" functionality to create a November candidate record from the "Unopposed" June candidate record. The status of the November candidate record is "Qualified." All unopposed primary election offices will eventually be removed from the primary election in VERIS. The removal process hides all primary candidate records associated to the office. Therefore, it is important to copy unopposed primary candidates to the November election before the primary office is removed.

Whenever a candidate's name remains on the ballot because the candidate died or withdrew after the ballots were printed, the status field must continue to display "Qualified." This will ensure that the candidate's name appears on the election results screen to allow entry of the votes cast for the withdrawn candidate.

Use the check boxes in the "Candidate Qualifications" section of the page to indicate when each form is filed. Do not select "Qualified" as the candidate's status until all of the legal requirements for ballot access are met. It is imperative that all candidate information be entered before the combined general registrar/electoral board candidate certification is provided to the Department of Elections.

4.5.1 Candidate Withdrawal

Any candidate who decides that he/she no longer wants to be a candidate must withdraw in writing (either letter, faxed copy of the letter or email is acceptable). The withdrawal statement must include the candidate's name, the candidate's signature, the office the candidate was seeking and the election date and must specifically state that he/she is withdrawing as a candidate. It must be addressed to the appropriate authority. Newspaper articles or press conferences do *not* constitute an official notice of withdrawal.



A political party nominee sends his/her withdrawal notice to the appropriate political party chair. Either the candidate or the party chair should fax/email a copy of the withdrawal notice to both the Department of Elections and the secretary of the electoral board at the office of the general registrar.³⁴

An independent candidate sends his/her withdrawal notice to the secretary of the electoral board. Notices addressed to the secretary that are sent to the general registrar are also acceptable.

If the withdrawal notice is received before ballot preparation begins, change the candidate's status to "Withdrawn" on the "Candidate Maintain" page in VERIS. Whenever a candidate's name remains on the ballot because s/he withdrew after the ballots were printed, the status field must continue to display "Qualified." This will ensure that the candidate's name remains on the "Election Results > By Office/By Precinct" screen thus allowing data entry of the votes cast for the withdrawn candidate.

If the general registrar or electoral board receives a notice of withdrawal from a candidate certified by the Department of Elections (e.g., General Assembly), the notice must immediately be faxed or emailed to the Compliance and Administration division at (804) 371-0194, info@elections.virginia.gov. Include a comment indicating who received the notice and when.

The Department of Elections determines, based on the time available before the election and the status of the ballots for the election, whether or not ballots containing the name of the withdrawn candidate must be reprinted.³⁵

If the Department of Elections decides that the name will remain on the ballot, it will provide to the secretary of the electoral board and the general registrar a notice explaining that the candidate's withdrawal occurred after the ballots were printed and, therefore, the name remains on the ballot.

- If the withdrawn or deceased candidate receives the most votes, s/he must be certified by the electoral board as the person elected to the office.³⁶

³⁴ Subsequent procedures for withdrawal of a primary candidate are delineated in §§ 24.2-536, 24.2-537, and 24.2-538; while procedures applicable to the withdrawal of a general or special election political party nominee are in §§ 24.2-539 and 24.2-540.

³⁵ Va. Code § 24.2-612.1.

³⁶ Va. Code § 24.2-673.



4.5.2 Write-In Candidacy

Whenever an individual requests procedures for becoming a write-in candidate for a local office, the general registrar should provide the following information either verbally or in writing (by letter or by email):

- That write-ins are permitted for any office elected in a general or special election;
- Article II, Section 5 of the [Constitution of the Commonwealth](#) requires an elected official to be able to vote for the office he is seeking.³⁷ Therefore, the write in candidate must be a registered voter of the jurisdiction or, if applicable, of the election district on or before the last day to register to vote before the November/May election;
- That [§§ 24.2-644](#) and [24.2-648](#) require the write-in vote to be handwritten or hand-printed by the voter unless the voting system in use provides a means to enter the name electronically (include write-in instructions applicable to voting system in use);
- That the individual may inform the media of his/her write-in candidacy and about write-in procedures in any way he/she chooses;
- That the write-in candidate should use some form of his/her full legal name to eliminate any doubt that the write-in vote is for him/her and to always refer to him/herself in that manner in any campaign statement, written or oral;
- That the write-in candidate should communicate intent to run to the secretary of the electoral board;
- That any voter requiring instruction on the write-in procedures, may request instruction from the officers of election at the polls;
- That write-in candidates are still required to adhere to the requirements of the Campaign Finance Disclosure Act (CFDA).
- That CFDA reports filed in paper format are filed only with the local electoral board;
- Postmarks on filed paper CFDA reports are not considered timely filed; and

³⁷ There is an exception to the residency requirement in [§ 15.2-1525](#) that provides that a resident of a city that contains the courthouse of the county or that only shares a boundary with one county may run for local office in the county despite not being able to vote in the election for which they would be running. There is also an exception for elections for Commonwealth's attorney, where no qualified attorney runs for the office or where there is not more than one qualified attorney who could run for office. Candidates running under this scenario should file all paperwork with the general registrar for the locality where the election is being held (as opposed to the locality where the candidate resides).



Refer the individual to the Department of Elections' [website](#) for deadlines, forms and detailed information relating to campaign telephone calls, advertising and identification of campaign ads and materials.

Examples of the voting system(s) used in the jurisdiction should be sent to the interested write in candidate. If an example is not available from SharePoint, contact your voting equipment vendor and ask for an example. After a file is provided, send the file to Department of Elections so that it may be posted to SharePoint.

